

Job Announcement



Position: Communications Coordinator

Supervisor: Executive Director David Gibson

Salary Range: Depending on experience and qualifications, with benefits

Location: Lubbock, Texas

Hours Required: Full time, with travel

ORGANIZATION DESCRIPTION

[Texas Corn Producers \(TCP\)](#) serves the state's corn farmers through two organizations, the Texas Corn Producers Board (TCPB) and the Corn Producers Association of Texas (CPAT). TCPB is a statewide board funded by a voluntary checkoff program dedicated to research, education and promotion to further the corn industry in Texas, and to create better marketing opportunities for farmers. CPAT is the advocacy arm of Texas corn farmer representation on both a state and national level. CPAT's mission is to build a strong organizational support system for corn that will represent the interests and concerns of farmers from all regions of Texas.

TCP also contracts work with the [Texas Soybean Board and Association \(TSB\)](#) checkoff and association programs.

POSITION SUMMARY

TCP seeks to hire a full-time Communications Coordinator who aspires to apply her/his professional experience in support of the missions and activities of TCP and TSB. This position will work closely with the organization's Communications and Public Affairs Director on the communications, marketing, advertising, and public relations efforts for the organizations.

RESPONSIBILITIES

- Develop and design marketing and educational materials, newsletters, and advertisements
- Write news releases, newsletter articles, blogs, etc.
- Support social media presence
- Capture and produce photos and video
- Assist with planning events and publicity efforts
- Support membership recruitment and engagement efforts
- Support youth- and farmer-focused educational efforts

QUALIFICATIONS AND SKILLS

- Effective writing skills
- Strong interpersonal and relational skills and interest in people
- Working knowledge of Adobe Creative Suite
- Public speaking / presentation abilities
- Strong time management and multi-tasking skills
- Organizational abilities
- Membership recruitment a plus
- Desire to learn and openness to challenge
- Proficient in Microsoft Office Suite
- Working knowledge of Apple technology
- IT troubleshooting
- An interest in and passion for agriculture preferred
- Education: Minimum of a bachelor's degree

APPLICATION

Serious applicants should email cover letter, resume and references **by October 27, 2017**, to info@texascorn.org or mail to Texas Corn Producers, ATTN: Human Resources, 4205 N. Interstate 27, Lubbock, Texas 79403.

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